

Senior Estimator Job Description

- Overseeing and managing the estimating department and creating complete mechanical estimates for large and complex projects
- Setting up cost monitoring principles or procedures and reporting systems and procedures to upper management
- Identifying and reviewing material and labor requirements in order to determine which is more cost-effective in producing components or purchasing components
- Estimating the time, materials, or equipment that are required to complete a job or project
- Creating, analyzing, and maintaining correct and accurate quantities and thorough take-offs from plans
- Ensuring that the organization or client have the proper coverage from subcontractors on bid day
- Showing creativity and resourcefulness in order to gain the best pricing from subcontractors
- Maintaining and updating correct and accurate records of tenders
- Ensuring that estimating procedures are strictly followed in the production of tenders
- Acting as bid manager when and where required depending on the value and complexity of the tender
- Assisting with operational projects when required.